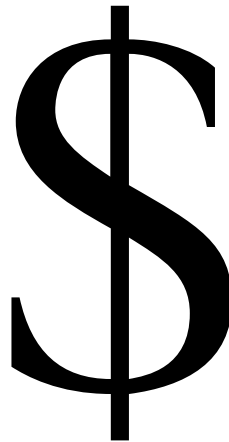
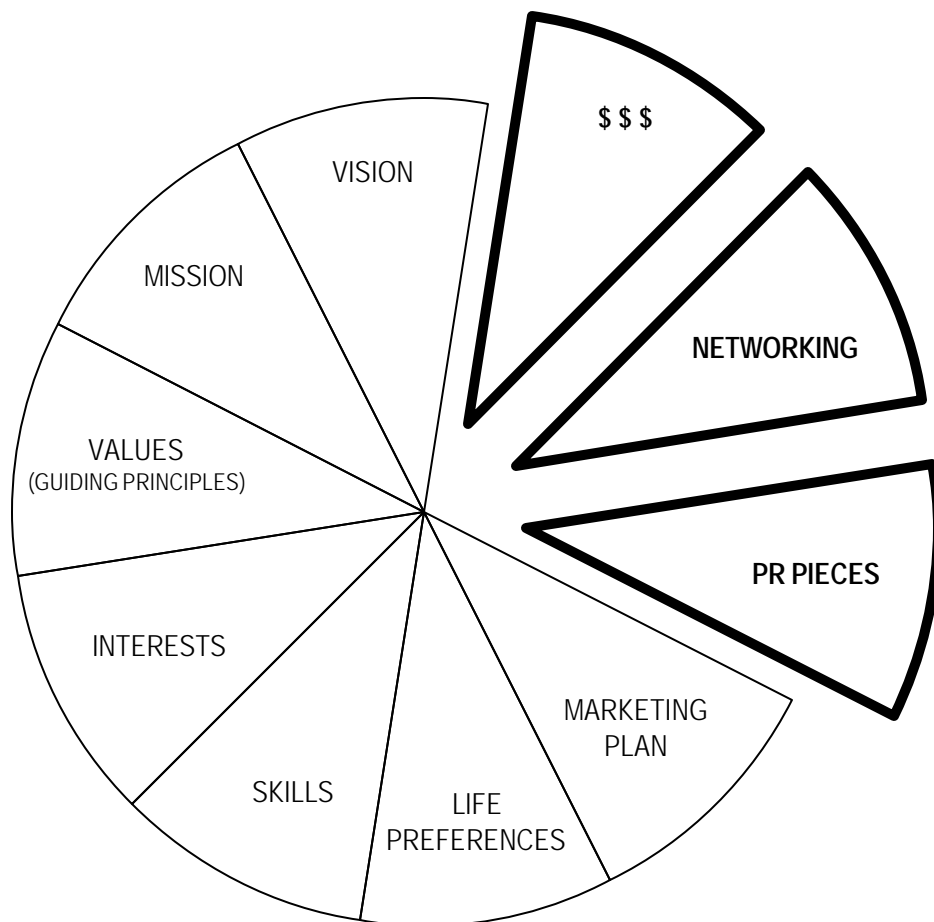


Module 4:
Financial Management



Module 4:

Launching My Career Plan



THE SPOUSE EMPLOYMENT ASSISTANCE PROGRAM

SPOUSE CAREER/LIFE COURSE - MODULE 4

TRAINING OUTCOME

Participants will identify financial issues that are unique to them as military personnel. Participants will learn the basics of financial management, including budgeting, savings, credit, and investments.

ESTIMATED TIME

1 hour 45 minutes

AGENDA

- Introduction
- **Ex:** Financial Issues for Navy Personnel
- Managing Your Finances
- How to Read an LES
- Savings and Investments
- Credit Information
- Summary
- Evaluation

PARTICIPANT MATERIALS

- Participant Guide

TRAINING AIDS

- Overheads 1 through 19
- Pre-prepared chart (See Preparation Notes to the Instructor)

EQUIPMENT AND SUPPLIES

- Overhead projector
- Easel, Chart paper, Tape, and Markers

PREPARATION NOTES TO THE INSTRUCTOR

1. Set up room by arranging the furniture in an appropriate manner.
2. Prepare a chart of a Career Plan in the same format as the first page of Instructor Aid 1. Hang chart where visible and accessible in room. Prepare to discuss the Career Plan and its relationship to this module.
3. Prepare a chart listing the agenda.
4. Prepare a chart “Can You Afford to Go to Work?” and list the questions as outlined in Instructor Aid 3.
5. Your PFM staff should present this module. Encourage the representative to bring along written materials to distribute to spouses (e.g., local resources for assistance, brochures on services provided, off-base financial resources).
6. Prior to class, assign participants the task to compile a list of their family’s daily expenses to refer to during the session.
7. Display Overhead 1 prior to the start of class.

MODULE 4: FINANCIAL MANAGEMENT



1

WELCOME AND TRAINER INTRODUCTION (10 MINUTES)

Welcome participants to the training:

- Introduce yourself and welcome participants to their local Family Service Center and to the Spouse Career/Life Course.
- Set up boundaries for confidentiality sake.
- Provide a brief summary of your background and experience.
- If applicable, introduce other persons (non-participants) or guest speakers and describe their role.
- State that some modules will be presented by guest speakers on specific specialist areas.
- Notify the participants that the role of the instructor(s) is to take participants through the module and provide them with support whenever they need it. If participants wish, they can approach you individually during breaks, after class hours by appointment, etc.
- Review logistics (e.g., breaks, bathrooms, and drink machines); Review Module agenda.
- Tailor the module for your audience.

Introduce the Career Plan model:

Page 42 and 43 - Participant Guide



Instructor Note: Refer to the Career Plan wall chart during this discussion.

- During your job search you will be going out to employers and selling a product, YOU. To do this successfully you must develop a plan.
- Developing a Career Plan may help you understand how your successful job search and starting up a successful new business are related.
- When a new business is started the owner develops a plan. She/He decides on a vision and goals, looks at the product closely, evaluating strong and weak

points, researches the market, assesses finances and develops a marketing plan.

- Finally, the owner goes into business, actually selling the product through the written and verbal advertising. These components make a successful business. They also make a successful job search!
- In the Career Plan model we will complete all the steps necessary to guide you to the job that is right for you. You may also gain insights that allow you to keep your life in balance.

Vision – The career plan. How you see your complete life – what you want for yourself.

Mission – How you want to live your life, your goals and how you will reach them.

Values – The guiding principles of your life.

Interest – What you enjoy doing, at work and at home.

Skills – Your abilities that enable you to accomplish task.

Life Preferences – Choices we would make, given the opportunity.

Marketing Plan – Specific goals you want to accomplish and the steps you need to take to attain these goals.

Public Relations (PR) Pieces – The written and verbal communication pieces you use to advertise yourself.

Networking – Informal and formal links between yourself and successful employment, as well as the research necessary to develop some of the links.

\$ \$ \$ - Balancing the finances in your life and looking at ways to ensure you can support your vision.

- **Each module will help you develop a piece of a winning job search. As you progress in your job search, you may want to attend other modules to develop all parts of your plan, working towards obtaining the position that supports your vision and goals.**

Page 45 - Participant Guide

- State what will be covered in the Module; review agenda.
 - Focus on financial factors to consider when making changes or decisions in your life. We will also discuss certain aspects of financial management in terms of how you may budget and save money to help you achieve your

goals.

State Objectives:

At the end of this module, you'll be able to:

- Identify areas that will enable you to manage your finances.
- List components of financial management.
- Develop a basic budget worksheet.
- Complete a financial planning worksheet.
- Order a credit report.
- Interpret a Leave and Earnings Statement (LES).



2

Career Plan link to module:

Page 46 - Participant Guide

Instructor Aid 1



Instructor Note: Refer to Career Plan wall chart.

- All successful businesses have a financial plan. Not all start with a lot of money, but all create a budget to utilize the money they have wisely.
- In this section you will look at various aspects of your financial well-being and the cost of being part of the working world. This will help you give your Career Plan a sound financial base.

EXERCISE 1: FINANCIAL ISSUES (10 MINUTES)



Introduce exercise:

- Situations of military personnel often differ from civilian counterparts. Let's take a look at the financial issues that are unique to Navy personnel and their families.

Instructor Note: Ask the group to brainstorm the financial issues that are unique to them. Record answers on chart paper. Link answers to material to be covered in session. Answer any questions raised by participants.

Possible Answers:

- Job hunting costs
- Relocation costs

- Deployment

MANAGING YOUR FINANCES (20 MINUTES)



3

Outline purposes of managing finances:

Knowing how to manage your finances is important. The next part of this module will focus on ways in which you can take control and manage your finances. If you manage your finances effectively, you can:

- Live within your means
- Get more for your money
- Reduce financial stress
- Live comfortably in retirement
- Achieve balance in your life
- Achieve your career plan

List two important aspects of financial management: budgeting and saving. We shall examine each of these briefly, to provide an overview of the different options available to you in making your career plan a reality.



4

Discuss budgeting:

Page 47 - Participant Guide

- Budgeting is a relatively simple principle. It involves making sure your monthly income exceeds your average monthly expenses.
- To calculate this, you need to subtract the total of your average monthly expenses from your monthly income.
- If your monthly income is greater than your average monthly expenses, you will stay out of debt. If your average monthly expenses exceed your monthly income, you are in danger of falling deep into debt.



5

Review guidelines for determining debt to income ratio:

Calculate how much you owe and how much you make. Do not include mortgage when you calculate this.

Page 48 - Participant Guide - Fill in the blank

- <15% — use caution
- 15-20% — fully extended

- 21-30% — overextended
- >30 — seek help immediately

Highlight solutions for debt:

- If you are in debt, there are two possible solutions to your problem. These solutions include the following:
 1. Increase your monthly household income.
 2. Decrease your monthly expenses.



6

Review some approaches to immediately start decreasing monthly expenses:

Page 49 - Participant Guide - Fill in the blank

- Comparison-shop. Similar items may be sold at different stores at different prices.
- Only buy essentials, plan and save for unneeded but wanted items.
- Pay off as much as you can on your credit card balances. High levels of interest accrue monthly on credit cards. Do not use a credit card unless you are in an emergency situation.
- Lower your phone bill. Decrease your number of long distance calls and shorten your call time. (Investigate the “reportedly” low rate plans offered by the long-distance carriers.) Consider using email as an alternative.
- When relocating, check services available through the Relocation Program.
- Lower your utility bill. Turn the air conditioning thermostat up or off when no one is home.
- Refinance your mortgage. You may be able to get a significantly lower interest rate which could decrease your monthly payments. If you want more information about refinancing, speak with a bank representative.
- Be smart. Know the product that you are buying.

You need to identify which of these options are feasible for you and your family, and identify actions you intend to take to decrease your monthly expenses and increase your income.

Discuss tracking expenses:

- After you have developed a plan for decreasing your monthly expenses, it is very important that you keep track of your expenses.



7

When tracking monthly expenses, record the:

- Amount of the payment
- Purpose of the payment
- Date of the payment
- Total monthly expenses for each category

At the end of the month, you can determine whether your budgeting plan has been effective in decreasing your monthly expenses. If it has not been effective, you will need to revise your plan.

Budgeting and tracking are especially important when your spouse is deployed. Finances always need to be managed, so doing it together will decrease any

problems when one of you is not available.

USING A FINANCIAL PLANNING WORKSHEET (15 MINUTES)

Pages 50 through 55 - Participant Guide

Instructor Aid 2

Instructor Note: Highlight for participants how to use this worksheet.

Refer participants to their list of expenses they completed prior to class. Ask if they included miscellaneous items on this list (e.g., snacks, haircuts).



AFFORDING TO GO TO WORK (10 MINUTES)

Page 56 - Participant Guide

Instructor Aid 3

Instructor Note: Reveal pre-prepared chart and discuss each statement with participants.



8

HOW TO READ AN LES (10 MINUTES)

Define LES:

- A monthly statement showing all pay changes and information for the month.
- Your Navy spouse receives this statement around the 15th of every month.
- It is important to know how to read an LES so that you know your financial status.

Pages 57 - Participant Guide

Instructor Aid 4

Instructor Note: Highlight a few boxes on the LES.



9

SAVINGS AND INVESTMENTS (15 MINUTES)

Introduce savings accounts as another aspect of financial management in saving money. Saving money is important because:

- In some point in your life, you will need to make an unexpected

purchase/repair.

- You need to plan for retirement.
- It will help you reach your goals/dreams.

Discuss savings:

- There are different types of savings.
 - Short term (e.g., unexpected repairs)
 - Long term (e.g., achieve goals)
- Always pay yourself first.
- Saving money enables you to earn interest and make more money.



10

It's important to take responsibility for your own financial future. Familiarizing yourself with different savings options will help you make informed decisions.

List the factors to consider when savings:



11

Page 58 - Participant Guide - Fill in the Blank

- Safety (how safe/secure is your money?)
- Liquidity (availability of getting cash on demand)
- Yield (rate of return)

Page 59 - Participant Guide - Fill in the Blank

So you might decide on that, in addition to a savings account, you could consider opening an IRA (Individual Retirement Arrangement). IRAs were established by the Federal government in 1981, as an approach for people to save money for retirement.

IRAs allow you to deposit 100% of your earnings up to **(\$2,000 maximum)** each year into a special account set up by banks. You can make your contributions in one annual payment or make a few smaller payments over the course of a year. You could also choose not to make contributions during specific years.

There are benefits and limitations to IRAs. If you want more information about IRAs, again your local bank representative is the best person to talk to.

List and discuss types of investments:

There are several types of long term investments available to you, depending on what your goals and objectives are.



12

- Stocks (e.g., US, foreign, small/large companies)—money made from dividends and/or increase in stock price.
- Bonds (e.g., corporate, municipal)—reliable income due to fixed interest rate.
- Mutual Funds—(e.g., technical, international, environmental)
—your money is spread among investments in this fund.
- Hard Assets (e.g., gold, real estate, antiques)—best performance during rapid inflation; best if diversified.



13

Show difference when savings happens earlier versus later.

In this section we have just skimmed the top of effective financial management, but we have provided you with an insight into the different tools and services available to you to help you make the transition.



14

CREDIT INFORMATION (15 MINUTES)

Page 60 - Participant Guide - Fill in the Blank

Introduce how credit histories are established:

- Properly maintain checking and savings accounts
- Pay bills on time
- Share (savings) secured loan
- Co-signed loan
- Local retailer or gas card
- Major retail charge account
- Major bank card

Discuss credit histories further:

- Used to determine ability to receive credit
- Credit history is scored based on factors such as how much credit you have, how long you've had it, payment history, and debt to income ratio.
- You can receive a copy of your credit report by contacting the credit bureau.
 - You should check your credit report at least once per year to ensure its accuracy. It is a lot easier to fix a mess if someone has assumed your identity or a company has mistakenly put something on your credit report sooner than later.
 - It is necessary to check all three agencies as they are separate and may

contain different information. There is nothing like trying to purchase a home or car and having to wait because of incorrect information in your report.

List the credit bureaus and how to contact them:

Page 61 - Participant Guide

Equifax

PO Box 740241

Atlanta, GA 30374

1-800-685-1111

To order your report by phone, call: 770-612-3321 or 770-612-2500

By fax: 770-612-3150 Cost \$8.00

website: <http://www.econsumer.equifax.com/equifax.app/Welcome>

Experian

P. O. Box 2350

Chatsworth, CA 91313-2350

1-800-682-7654

Cost: one free credit report each year, \$8.00 thereafter

Include: Name, address, former addresses within 5 years, SS#, DOB, Employer, phone #, signature

Website: <http://www.experian.com>

Trans Union

760 W. Sproul Road

P.O. Box 390

Springfield, PA 19064-0390

1-800-916-8800

Include: Name, address, former addresses within 2 years, SS#, DOB, Employer, phone #, sign, payment of \$8.00

website: <http://www.tuc.com/>

- You can order your credit report over the Internet as long as you have a major credit card.

Discuss borrowing money:



Page 62 - Participant Guide

15

Ask yourself a series of questions:

- Do I really need to borrow money (calculate your debt to income ratio)?
- How much do I need to borrow?

- How long will it take me to repay it?
- What is the interest rate?
- Am I credit worthy?
- Have I received all information (finance charge, APR, total payments) before I sign the contract?

Discuss credit cards briefly:



16

Page 63 - Participant Guide - Fill in the blank

Get the best deal by comparing:

- Annual fee
- Interest rate
- Grace period
- Terms for cash advance
- Fees: late, over-the-limit, cash advances, other transactions



17

List some warning signs of using too much credit:

- Not paying off credit cards each month
- Making only minimum payments
- Falling behind on payments
- Owning over 20% net income per month to creditors
- Using credit to pay credit

There is plenty of information available to detail these aspects of financial management. Contact the Navy FSC for more information or reference on where to find additional information.

Display the ideal breakdown of how to spend your income:



18

Page 64 - Participant Guide - Fill in the Blank

- 70% Family/Personal Expenses
- 20% Indebtedness
- 10% Savings

Creating a plan to serve as a guide will help you manage your funds.



19

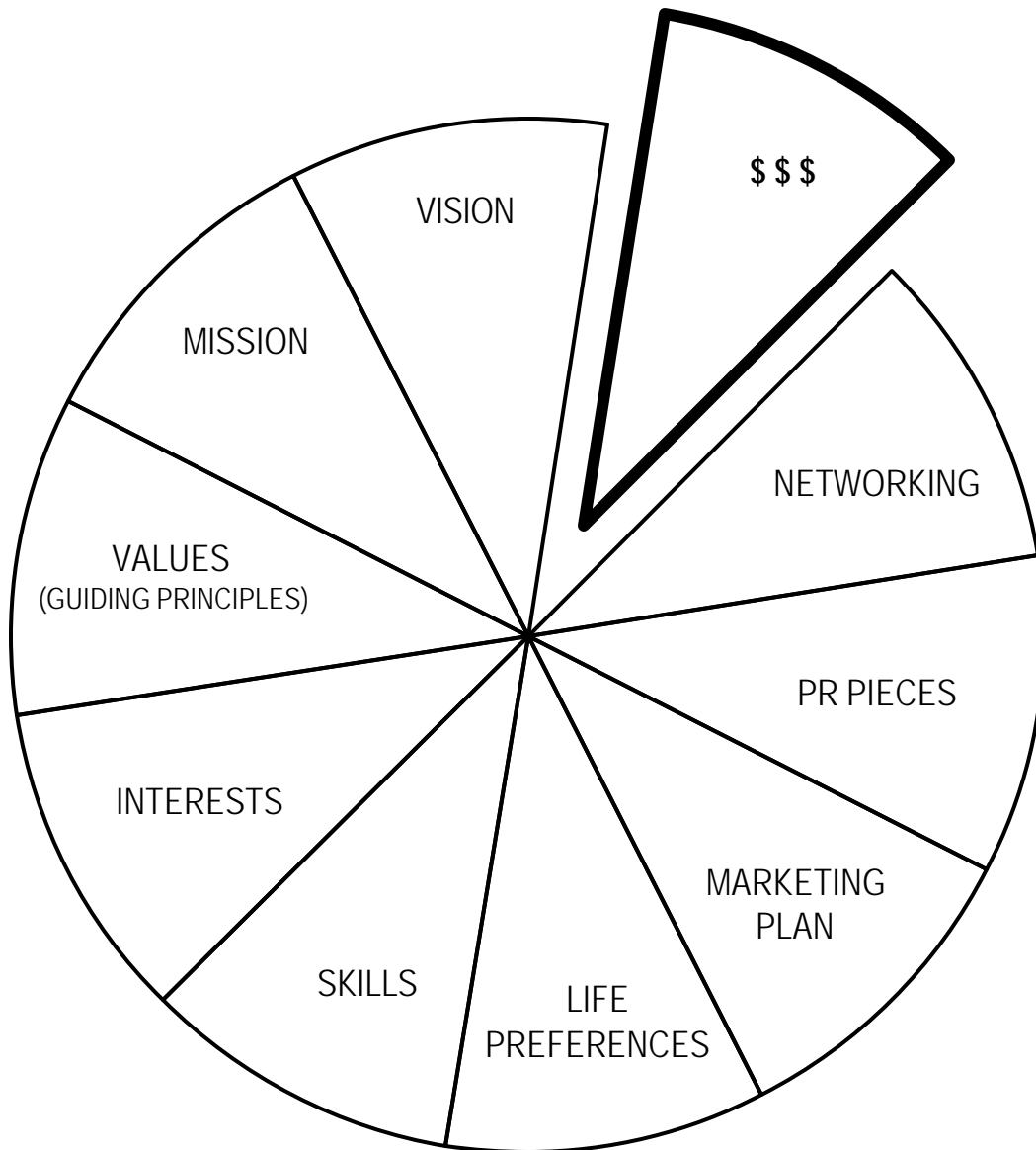
SUMMARY (5 MINUTES)

In this module you:

- Assessed the financial impact of a life change.
- Discussed budgeting your income effectively.
- Learned how to keep savings accounts.
- Learned the basics about investments.

Ask participants to complete the evaluation in the Participant Guide.

Career Plan



All successful businesses have a financial plan. Not all start with a lot of money, but all create a budget to utilize the money they have wisely. In this section you will look at various aspects of your financial well-being and the cost of being part of the working world. This will help you give Career Plan a sound financial base.

FINANCIAL PLANNING WORKSHEET

NAME
AGE
PAYGRADE
YEARS IN SERVICE
TRANSFER DATE
SPOUSE'S NAME
SPOUSE'S AGE
SPOUSE'S PLACE OF EMPLOYMENT
NUMBER OF CHILDREN
COMMAND ADDRESS
HOME ADDRESS
WORK TELEPHONE
HOME TELEPHONE
REFERRED BY

STATEMENT OF NET WORTH

ASSETS		LIABILITIES	
CASH (On Hand)	\$ -	Loans Payable	\$ -
Checking acct	\$ -	Credit Cards	\$ -
Savings Acct.	\$ -	Personal Loans	\$ -
Certificates of Deposit	\$ -	Auto Loans	\$ -
Cash value of life insurance	\$ -	Others (Friends, Relatives)	\$ -
U.S. Bonds	\$ -		
Mutual Funds	\$ -		
Stocks	\$ -		
Bonds	\$ -		
Other (IRA)	\$ -		
Real Estate (Market Value)		Mortgages (Balances Due)	
Home	\$ -	Home	\$ -
Rental	\$ -	Rental Property	\$ -
Other (Vacation)	\$ -	Other (Vacation)	\$ -
Personal Property	\$ -		\$ -
Automobiles	\$ -		\$ -
Furniture	\$ -		\$ -
Jewelry	\$ -		\$ -
OTHER	\$ -		\$ -
TOTAL ASSETS	\$ -	TOTAL LIABILITIES	\$ -
NET WORTH	\$ -		

MONTHLY INCOME				
ENTITLEMENTS	ACTUAL		PROJECTED	REMARKS
Base Pay	\$		\$	
Basic Allowance for Quarters (BAQ)	\$		\$	
Variable Housing Allowance (VHA)	\$		\$	
Basic Allowance for Subsistence (BAS)	\$		\$	
Family Separation Allowance (FSA)	\$		\$	
Flight Pay/Diving Pay	\$		\$	
Submarine Pay				
Other Hazardous Duty Pay	\$		\$	
Sea Pay	\$		\$	
Hostile Fire Pay	\$		\$	
Other	\$		\$	
TOTAL ENTITLEMENTS	\$		\$	
Taxable pay ()	\$		\$	
Gross Pay (A)	\$		\$	
DEDUCTIONS:				
"D" ALLOTMENT	\$		\$	
"D" ALLOTMENT	\$		\$	
"S" ALLOTMENT	\$		\$	
"S" ALLOTMENT	\$		\$	
"OTHER" ALLOTMENT	\$		\$	
"OTHER" ALLOTMENT	\$		\$	
Serviceman's Group Life Insurance (SGLI)	\$		\$	
Federal Income Tax (FITW) (M/S)	\$		\$	
Social Security (FICA)	\$		\$	
State Income Tax	\$		\$	
Navy Home Assessment	\$		\$	
Tri-Care Dental	\$		\$	
Advance Pay	\$		\$	
Overpayments	\$		\$	
TOTAL DEDUCTIONS (B)	\$		\$	
CALCULATE NET INCOME				
Servicemember's Take Home Pay (A-B)	\$		\$	
Servicemember's Other Earnings	\$			
Spouse's Earnings (less taxes)	\$		\$	
"D" ALLOTMENT	\$		\$	
"D" ALLOTMENT	\$		\$	
"S" ALLOTMENT	\$		\$	
"S" ALLOTMENT	\$		\$	
"OTHER" ALLOTMENT	\$		\$	
"OTHER" ALLOTMENT	\$		\$	
Serviceman's Group Life Insurance (SGLI)	\$		\$	
Tri Care Dental	\$		\$	
Advance Pay	\$		\$	
Overpayments	\$			
Savings/Investment Income	\$			
Child Support/Alimony	\$			
TOTAL NET MONTHLY INCOME	\$		\$	

MONTHLY LIVING EXPENSES

Note: Actual Figures will be carried forward to spending plan

LIVING EXPENSES		ACTUAL		PROJECTED		REMARKS
SAVINGS	Emergency					
	Reserve Fund					
	"Goal Getter"					
	Investments					
HOUSING	Rent/Mortgage Payment					
	Taxes					
	Other					
FOOD	Groceries					
	Lunches					
	Other					
UTILITIES	Electricity					
	Gas/Oil					
	Water/Sewage					
	Garbage Removal					
	Telephone					
TRANSPORTATION	Gas/Oil					
	Bus					
	Car Pool					
	Repairs					
	Other					
CLOTHES	Laundry/Dry Cleaning					
	Clothing					
	Other					
INSURANCE	Auto					
	Life					
	Health					
	Other					
HEALTH	Prescription Drugs					
	Doctor & Hospital Visits					
	Dentist					
EDUCATION	Tuition					
	Books					
	Fees					
	Other					
CONTRIBUTIONS	Club Dues					
	Church					
	Charity					
	Other					
SUBSCRIPTIONS	Newspaper					
	Magazines					
	Books					
	Records					
	Cable TV					
	Pest Control					
	Other					
PERSONAL	Beauty Shop					
	Barber Shop					
	Cigarettes					
	Soda					
	Liquor/Beer					
	Other					
ENTERTAINMENT	Dinner					
	Movies					
	Hobbies					
	Sports					
	Other					
DEPENDENT CARE	Child Care					
	Child Support					
	Alimony					
	Allowances					
MISCELLANEOUS	Repairs					
	Other					
	Other					
TOTAL MONTHLY LIVING EXPENSES						

INDEBTEDNESS							
	CREDITOR	ADDRESS/PHONE	PURPOSE	MO. PYMT	BALANCE	PROJ.PMT	REMARKS
1	.			\$ -	\$ -	\$ -	
2	.			\$ -	\$ -	\$ -	
3	.			\$ -	\$ -	\$ -	
4				\$ -	\$ -	\$ -	
5				\$ -	\$ -	\$ -	
6				\$ -	\$ -	\$ -	
7				\$ -	\$ -	\$ -	
8				\$ -	\$ -	\$ -	
9				\$ -	\$ -	\$ -	
10				\$ -	\$ -	\$ -	
11				\$ -	\$ -	\$ -	
12				\$ -	\$ -	\$ -	
13							
14							
15				\$ -	\$ -	\$ -	
TOTALS				\$ -	\$ -	\$ -	
			ACTUAL	PROJECTED			
NET INCOME			\$ -	\$ -	Note: Projected figures will be carried forward to spending plan.		
LIVING EXPENSES			\$ -	\$ -			
AMOUNT LEFT TO PAY DEBTS			\$ -	\$ -			
DEBTS			\$ -	\$ -			
SURPLUS OR DEFICIT			\$ -	\$ -			
DEBT TO INCOME RATIO			#DIV/0!	#DIV/0!			
PROPOSED OPTIONS							
Decrease Living Expenses			Increase Income		Decrease Indebtedness		

[illegible]

Can You Afford to Go to Work?

List the cost of the following:

by month:

Clothing	_____	(buy, maintain)
Transportation	_____	(vehicle wear and tear)
Gas, insurance, repair	_____	
Lunches	_____	(you and family)
"Tired spouse"	_____	(parking, food, pickup)
Child care	_____	
Tax bracket	_____	(\$ break with increase)
??	_____	(imponderables)
Total Cost	_____	(monthly expenses)

Total Income	_____
Subtract Total Cost	_____
The Difference is what you make	_____

KEY TO SECTIONS

A Shows period covered by this LES. This LES will reflect any changes to Petty Officer Dough's pay which the Defense Finance Accounting Service Cleveland (DFAS) has processed. There may have been other changes to his entitlements, but due to mail or processing delays, they are not reflected on this LES. In most cases these changes will be reflected on the next LES.

B Displays all entitlements for the period covered. Any entitlements that were earned in previous months will be added to like entitlements or allowances.

C Displays all deductions from pay for the period covered. Any retroactive deductions will be added to like deductions.

D Displays all allotments deducted from pay for the period covered.

E Summarizes entitlements, deductions, and allotments to provide the actual amount of the payment to be paid to the member on payday. Amount shown is the amount to be paid on the end-of-the-month payday.

F Provides the current status of Petty Officer Dough's leave account.

"BF Bal" (brought forward leave balance) shows the days leave carried forward from the previous fiscal year ending on 30 Sep.

"Ernd" is the cumulative amount of leave earned this fiscal year or current term of enlistment if service member reenlisted/extended since the beginning of the fiscal year.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (Last, First, MI)			SOC. SEC. NO.		GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSR/DSR	PERIOD COVERED					
	DOUGH, JOHN M.			000-55-5555		E6	800913	18	00122	NAVY	4015	1-31 MAR 99					
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY					
Type		Amount		Type		Amount		Type		Amount		+ Amt Fwd .00					
A	BASE PAY	2172.60		FEDERAL TAXES	300.00			DISCRETIONARY ALT	100.00			+ Tot Ent 3,285.60					
B	BAH	793.00		FICA-SOC SECURITY	134.70			DISCRETIONARY ALT	47.00			- Tot Ded 1,819.65					
C	CSP	380.00		FICA-MEDICARE	31.50			AFAT ALLOT	2.00			- Tot All 149.00					
D				SGLI FOR 200,000	16.00							= Tot Amt 1,316.95					
E				AFRH	.50							- Cr Fwd .00					
F				DENTAL	20.00							= Net Pay \$1,316.95					
G				MID-MONTH PAY	1316.95												
H																	
I																	
J																	
K																	
TOTAL		3,285.60		1,819.65		149.00											
LEAVE		BF Bal	Ernd	Used	Cr Fwd	ETS Bal	Lost	Lv Pd	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/E	Ex	Add Tax	Tax YTD	
		15.0	3.0	.0	18.0	68.0	.0	0.0	.0		2552.60	7657.80	M	00	.00	900.00	
FICA TAXES		Wage Period	See Wage YTD	See Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES		Cd	Wage Period	Wage YTD	M/E/M	Ex	Tax YTD			
		2172.60	6517.80	404.10	6517.80	94.50			FL	2552.60	7657.80	M	00	.00			
PAY DATA		PAQ Type	BAQ Deps	VIA Zip	Rest Amt	Share	Stat	JTB	Deps	24 JTB	BAS Type	Charity YTD	TPC	FACIDN			
		W/DEP	SPOUSE	23511	750.00	1	A		4			6.00					
REMARKS YTD ENTITLEMENTS: 9858.80 YTD Deductions: 1508.10																	
K BAH BASED ON W/DEP ZIP 23511 120115 CSP COUNTER																	

DFAS Form 702, Feb 94

"Used" is the cumulative amount of leave used this fiscal year.

"Cr Fwd" is the current leave balance as of the end of the period covered by the LES.

"ETS Bal" shows the projected leave balance to the Expiration Term of Service (ETS).

"Lv Pd" will periodically display any leave sold back to the Navy.

"Use/Lose" is the projected number of days of leave that will be lost if not taken in the current fiscal year.

G Shows current federal tax information.

H Shows FICA information (Social Security tax plus Medicare tax).

I Shows current state tax information, including marital status and number of exemptions.

J Provides information for local disbursing use.

K Provides information about change in allotments, deductions, or entitlements. Indicates career sea service counter.